

# DOE Records Disposition Schedule Changes

The \* shows the latest changes

Date	DOE Admin Schedule	Section	Change
	1	1	Added close parenthesis to the acronym (OPF)
	1	a., b.	Removed reference to GRS 1, Item 1 and left it at the section title to follow the pattern through the schedule
	1	1.1	Corrected citation from N1-434-98-1 to read N1-434-89-1
	1	6	Disposition changed to "Destroy 75 years after separation or transfer" to restore approved wording.
	1	10	Corrected the citation to N1-434-98-4
	1	14	Added a period to the number 14 for Item 14
08/18/03	1	15	Deleted Employment Applications. Now RESERVED
06/24/02	1	21.c	Corrected typo from Cast to Case
	1	21.d	Added record series description and retention
	1	21.1	Corrected the citation to N1-434-98-4
06/24/02	1	21.1a	Corrected Spacing on Item 21.1a
06/24/02	1	21.2a	Corrected reference from NCI-430-76-9(5) to N1-430-76-9[5]
06/24/02	1	21.2b	Corrected spacing in retention, and added reference N1-430-76-9[5]
06/24/02	1	21.2c	Added reference N1-430-76-9[5] to retention
06/24/02	1	21.2d	Corrected spacing in retention and added reference N1-430-76-9[5]
06/24/02	1	21.3	Added the wording (See also 21.4 and 21.5)
06/24/02	1	21.3a	Corrected the letter "A" in 21.3a
06/24/02	1	21.3.a.1	Corrected the numbering
06/24/02	1	21.3.a.2	Corrected the numbering

Date	DOE Admin Schedule	Section	Change
	1	21.3(g)	Corrected record series title to read "Radiation Detection Instrument Calibration"
	1	21.3(g)(2)	Revised to read "Destroy 75 years after separation or transfer of employee"
06/24/02	1	23.b.4	Added the following wording to the end of Item: (NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting a SF-115 to NARA.)
08/18/03	1	24	Moved Financial Disclosure Reports to GRS 25. Now item is RESERVED
	1	26.b	Added record series description
08/18/03	1	27	Moved Standards of Conduct Files to GRS 25. Now item is RESERVED.
06/24/02	1	28.1	Corrected the reference from (N1-434-98-1) to (N1-434-98-4)
06/24/02	1	29	Corrected the reference from (GRS 1, Item 29) to (N1-434-98-4)
06/24/02	1	29.a	Added reference to retention (GRS 1, Item 29)
06/24/02	1	29.1.b	Added reference to retention (N1-434-88-1)
06/24/02	1	29.2	Corrected reference from (NI-434-88-1) to (N1-434-98-4)
	1	29.b	Disposition corrected from "Destroy 75 years after separation or transfer" to restore approved wording. The correction of disposition changed to "Destroy 75 years after superceded or obsolete"
08/18/03	1	33.b	Edited series description
08/18/03	1	33.c	New Item inserted
08/18/03	1	33.c	Old 33.c, renumbered to 33.d
08/18/03	1	33.d	Old 33.d renumbered to 33.e
08/18/03	1	33.e	Old 33.e renumbered to 33.f
08/18/03	1	33.f	Description edited
08/18/03	1	33.f	Old 33.f renumbered to 33.g

Date	DOE Admin Schedule	Section	Change
08/18/03	1	33.g	Revised retention
08/18/03	1	33.g	Old 33.g renumbered to 33.h
08/18/03	1	33.h	Old 33.h "Cancelled and ineligible applications, supplemental forms and attachments" has been deleted. Now space is RESERVED
08/18/03	1	33.k	Inserted new 33.k
08/18/03	1	33.k	Old 33.k renumbered to 33.l
08/18/03	1	33.l	Revised description and retention
08/18/03	1	33.l	Old 33.l, renumbered to 33.o
08/18/03	1	33.m	Inserted new 33.m
08/18/03	1	33.m	Old 33.m, renumbered to 33.p
08/18/03	1	33.n	Inserted new 33.n
08/18/03	1	33.n	Old 33.n, renumbered to 33.q
08/18/03	1	33.o	Renumbered to 33.r
08/18/03	1	33.p	Renumbered to 33.s
08/18/03	1	33.q	Renumbered to 33.t
06/24/02	1	36	Corrected reference from (GRS 1, Item 36) to (N1-434-98-4)
06/24/02	1	36.a	Added reference (GRS 1, Item 36a)
06/24/02	1	36.b	Added reference (GRS 1, Item 36b)
06/24/02	1	36.c	Added reference (GRS 1, Item 36c)
06/24/02	1	36.d(1)	Added reference (GRS 1, Item 36.d.1)
06/24/02	1	36.d(2)	Added reference (GRS 1, Item 36.d.2)
06/24/02	1	36.e.1	Moved reference (N1-434-98-4) to the retention
06/24/02	1	36.e.1	Added sections (a) Employees and (b) Applicants not accepted for employment
06/24/02	1	36.e.1.b	Added retention "Destroy when three years old" and added reference (GRS 1, Item 36.e.1.a)
06/24/02	1	36.e.2	Removed reference (GRS 1, Item 36) and added

Date	DOE Admin Schedule	Section	Change
			reference (GRS1, Item 36e(2) to the retention
06/24/02	1	42	Removed reference (N1-434-98-4)
06/24/02	1	42.a	Added reference (N1-434-98-4)
06/24/02	1	42.b	orrected retention from "Cut off at case closure. Destroy 4 years after resolution of case cutoff." to "Cut off at case closure. Destroy 4 years after resolution of case."
06/24/02	1	42.b	Corrected reference from (GRS 1, Item 25.a) to (N1-434-98-4)
	1	43	Corrected the title "Electronic Concerns Program" to read "Employee Concerns Program"
06/24/01	1	55	Corrected the working "Record set of personnel listings" to read "Personnel listings"
06/24/02	1	57	Added this section
	1	56	Change work processing to word processing in the first paragraph
07/15/02	3	3.a.1.b	Added this section back into the schedule
04/24/02	3	3.2	Corrected Reference Number from NI-173-232 to NN-173-232
07/15/02	3	5.b.2.a	Corrected the lettering for this item
07/31/02 06/24/05	3 3	14.1 14.2	Created new Item number. Incorporated N1-434-95-1 (Grant Files) into schedule. Added new section on Debarment Records on 06/24/05
06/27/03	9		Corrected date on schedule from 6-4-899 to 6-4-99
08/18/03	9	5.c	Revised the NOTE Section
08/18/03	9	6	RESERVED
08/18/03	9	6	Old 6, Changed to number 8
08/18/03	9	7	Inserted new item-Federal Employee Transportation Subsidy Records. Destroy when 3 years old.
04/24/02	12	6h	Retention period same as GRS 12, Item 6h
11/15/02	14	42a	Put retention in right place, moved it from 42b
11/15/02	14	42b	Removed retention from the beginning of 42b and

Date	DOE Admin Schedule	Section	Change
			put it back into item 42a
	16	1.1	Revised the record series description to include the words "equivalent contractor or Federal level" , replacing "equivalent contractor of Federal level"
05/14/02	16	1.1.1	Added this section (Internal Publications) and reference number into schedule
05/14/02	16	8.d	Added this section (Records of national and international conferences and conventions) and reference number into schedule
05/14/02	16	15	Added reference number to section
	17	6	Changed to read "Destroy when superseded or after the structure or object has been retired from service" which is the disposition of GRS 17-6.
01/23/04	17	24a	Changed to read: Refer to Administrative Schedule 18, Item 51a
	17	24b	Changed to read: Refer to Administrative Schedule 18, Item 51b
	17	24d	Changed to read: Refer to Administrative Schedule 18, Item 51c
	17	24h	Changed to read: Refer to Administrative Schedule 18, Item 56
	17	24l(1)	Changed to read: Refer to Administrative Schedule 18, Item 57a
	17	24l(2)	Changed to read: Refer to Administrative Schedule 18, Item 57b
	17	24m(1)	Changed to read: Refer to Administrative Schedule 18, Item 54a
	17	24m(2)	Changed to read: Refer to Administrative Schedule 18, Item 54b
01/31/02	17	28 through 32	Numbering corrected to reflect 28 through 32
07/11/03	18	7(b)	Entered missing Note. [Note: Forms involved in investigations will be retained until completion of the investigation.]
	18	11.1(a)(2)	Disposition changed to "Destroy 80 years after cutoff".

Date	DOE Admin Schedule	Section	Change
	18	20	Corrected reference of GRS 19, Item 20 to read "GRS 18, Item 20"
	18	21.2	Reference changed from GRS 18, Item 8 to GRS 18, Item 21
08/21/03	18	22.a	Revised
08/21/03	18	22.b	Revised
08/21/03	18	22.c	Revised
08/21/03	18	22.d	Added
01/23/04	18	51	Removed the reference (II-NNA-1735[3A])
	18	51a	Refer to Admin 17, Item 24
	18	51b	Refer to Admin 17, Item 24 Changed the reference to (II-NNA-1735[3B])
	18	51c	Refer to Admin 17, Item 24 Changed the reference to (II-NNA-1735[3D])
	18	54	Refer to Admin 17, Item 24 m
	18	56	Refer to Admin 17, Item 24 h
08/21/03	22		Admin 22, "Audit/Investigative Records" is now the IG Schedule appended to the original Admin 22. Added words to the first paragraph that says the Item 5 (Electronic Mail & Word Processing documents) is applicable to both SECTIONS of the Schedule. Added the IG Schedule item numbers to Item 5 also, and added the Item numbers from NARA's job to the remainder of the items in the Schedule.
	22	1a	Corrected section and added sections 1a(1)(b) and 1a(2)(a) and (b) to return wording to the approved disposition.
08/18/03	24	All	Added new schedule. Information Technology Operations & Management Records
08/18/03	25	All	Added new schedule. Ethics Program Records

EPI Moratorium Markings (per Numbered Memos 02-13 and 03-23)			
02/12/02	1	20.1(a)	Deleted (EPI)
	1	21c, 21.2(b), 21.3(a)(3), 21.3(b)(2), 21.3(e)(2), 26a, 29a(1)	Added (EPI)
05/14/02	1	33a, 33e	Added (EPI)
02/12/02	2	1a, 1b	Deleted (EPI)
	2	1c	Added (EPI)
05/14/02	2	7, 8	Added (EPI)
	3	3.1b	Added (EPI)
05/14/02	3	3.2b	Added (EPI)
	3	3.1a	Deleted (EPI)
	4	3c, 3d	Deleted (EPI)
11/15/02	14	2e	Added (EPI)
04/24/02	16	1.5b, 8b(1)	Added (EPI)
	17	19a, 25	Deleted (EPI)
05/14/02	17	12(a)(1)	Deleted (EPI)
	17	12, 13, 14, 18a, 22a(1), 22a(2), 30c, 31a(1), 31b(1), 31b(2), 32a	Added (EPI)
04/24/02	17	0c(3), 30c(4), 30c(5)	These items are NOT EPI
	17	16.a	Deleted (EPI)
01/31/02	17	16a(1), 16a(2), 16a(3), 16b	Added (EPI)
	17	16.b	Deleted (EPI)
08/25/03	17	21a, 21b, 21c, 21d, 21e	Added (EPI)
01/23/04	17	24a	Removed (EPI)
	17	24b	Removed (EPI)
	17	24d	Removed (EPI)

EPI Moratorium Markings (per Numbered Memos 02-13 and 03-23)			
	17	24h	Removed (EPI)
	17	24l(1)	Removed (EPI)
	17	24l(2)	Removed (EPI)
	17	24m(1)	Removed (EPI)
04/24/02	18	11.1b, 11.1c, 11.1e, 19a, 35.1a, 35.1b, 48, 49, 50b, 51a, 51b, 51c, 52a(1), 52b(1), 53b, 55, 56, 57a, 57b	Added (EPI)
08/25/03	Research and Development Records Schedule	3.C	Added (EPI)
08/25/03	Environmental Records Schedule	1.b(2)	Added (EPI)
08/25/03	Environmental Records Schedule	1.b(3)	Added (EPI)
08/25/03	Environmental Records Schedule	1.b(4b)	Added (EPI)
08/25/03	Environmental Records Schedule	1.b(5)(a)	Added (EPI)
08/25/03	Environmental Records Schedule	1.b(5)(b)	Added (EPI)
08/25/03	Environmental Records Schedule	1.d(10)©	Added (EPI)
08/25/03	Environmental Records Schedule	1.d(11)	Added (EPI)
08/25/03	Environmental Records Schedule	1.f(1)	Added (EPI)
08/25/03	Environmental Records Schedule	1.f(3)	Added (EPI)
08/25/03	Environmental Records Schedule	1.f(4)	Added (EPI)
08/25/03	Environmental Records Schedule	1.g(5)(a)	Added (EPI)
08/25/03	Environmental Records Schedule	1.j(2)	Added (EPI)



<b>EPI Moratorium Markings</b> (per Numbered Memos 02-13 and 03-23)			
08/25/03	Environmental Records Schedule	2.b(1)	Added (EPI)
08/25/03	Environmental Records Schedule	2.b(2)	Added (EPI)
08/25/03	Environmental Records Schedule	2.b(3)	Added (EPI)
08/25/03	Environmental Records Schedule	2.b(4)	Added (EPI)
08/25/03	Environmental Records Schedule	2.b(5)	Added (EPI)
08/25/03	Environmental Records Schedule	2.c(1)	Added (EPI)
08/25/03	Environmental Records Schedule	2.c(2)	Added (EPI)
08/25/03	Environmental Records Schedule	2.c(3)	Added (EPI)
08/25/03	Environmental Records Schedule	2.c(4)	Added (EPI)
08/25/03	Environmental Records Schedule	2.c(5)	Added (EPI)
0825/03	Environmental Records Schedule	2.d(1)	Added (EPI)
08/25/03	Environmental Records Schedule	2.d(2)	Added (EPI)
0825/03	Environmental Records Schedule	2.d(4)	Added (EPI)
08/25/03	Environmental Records Schedule	2.e(1)	Added (EPI)
08/25/03	Environmental Records Schedule	2.j(1)	Added (EPI)
08/25/03	Environmental Records Schedule	2.j(2)	Added (EPI)
08/25/03	Environmental Records Schedule	3.b(1)(d)	Added (EPI)
08/25/03	Environmental Records Schedule	3.b(3)(a)	Added (EPI)

<b>EPI Moratorium Markings</b> (per Numbered Memos 02-13 and 03-23)			
08/25/03	Environmental Records Schedule	3.c	Added (EPI)
08/25/03	Environmental Records Schedule	3.e	Added (EPI)
08/25/03	Environmental Records Schedule	4.b(4)	Added (EPI)
08/25/03	Environmental Records Schedule	4.b(5)	Added (EPI)
08/25/03	Environmental Records Schedule	4.b(7)	Added (EPI)
08/25/03	Environmental Records Schedule	4.b(8)(a)	Added (EPI)
08/25/03	Environmental Records Schedule	4.b(8)(b)	Added (EPI)
08/25/03	Environmental Records Schedule	4.c	Added (EPI)
08/25/03	Environmental Records Schedule	6.c	Added (EPI)

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